

SECTION 01300

SUBMITTALS

A. General:

1. Extent:

- a. This Section includes administrative and procedural requirements for submittals required for performance of the Work, including the following:

- 1) Contractor's Construction Schedule.
- 2) Submittal Schedule.
- 3) Coordination Drawings.
- 4) Daily Construction Reports.
- 5) Shop Drawings.
- 6) Product Data.
- 7) Samples.
- 8) Quality Assurance Submittals.

2. Administrative Submittals:

- a. Refer to other Division 1 Sections and other Contract Documents for requirements for administrative submittals. Such submittals include, but are not limited to, the following:

- 1) Schedule of Values.
- 2) Applications for Payment.
- 3) Performance and Payment Bonds.
- 4) Insurance Certificates.
- 5) List of Subcontractors with Completed ISM Flowdown Forms.
- 6) Construction Safety Plan.
- 7) Occupational Medicine Program.
- 8) Rigging Plans.
- 9) Product List.
- 10) Recycled Materials Reports.

- 11) Certification of Specification Compliance.
- 12) Preventative Maintenance Program Data.
- 13) Operation and Maintenance Data.
- 14) LEED Requirements.

B. Definitions:

1. Shop Drawings and Manufacturer's Data include installation drawings, setting diagrams, layouts, schematics, descriptive literature, illustrations, schedules, performance and test data, similar materials and samples furnished by Contractor to explain and show in detail, specific portions of work required by Contract.
2. Coordination Drawings show the relationship and integration of different construction elements that require careful coordination during fabrication or installation to fit in the space provided or to function as intended.
3. Samples are full-size physical examples submitted or erected on-site to illustrate finishes, coatings, or finish materials. Field samples are used to establish the standard by which the Work will be judged.

C. Submittal Procedures:

1. Coordination:
 - a. Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.
 - b. Submittals to MPO by Contractor, or through the Contractor from subcontractor, or any low tier subcontractor, pursuant to a construction contract, shall show in detail (i) the proposed fabrication and assembly of structural elements and (ii) the installation (i.e., layout, form, fit, setting, and attachment details) of materials or equipment.
 - c. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - d. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination.
 - 1) MPO reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received.
 - e. These contract conditions shall be included in all subcontracts hereunder at any tier.

2. Processing:

- a. Before submitting any data for approval, the Contractor shall coordinate all such drawings and data, and check them for accuracy, completeness, and compliance with Contract requirements. The Contractor shall see that all work contiguous with and having bearing on the work indicated on drawings is accurately and distinctly illustrated and that work shown is in conformity with contract requirements.
- b. The Contractor shall indicate his approval on all submittals as evidence of the above coordination and review. Shop drawings and data submitted to BNL without evidence of Contractor's approval, may be returned for resubmission. Contractor's received stamp is not considered as approval.
- c. To avoid the need to delay installation as a result of the time required to process submittals, allow sufficient time for submittal review, including time for resubmittals.
 - 1) Allow 15 working days for review. Allow additional time if MPO must delay processing to permit coordination with subsequent submittals.
 - 2) If resubmittal is necessary, process the same as the initial submittal.
 - 3) Allow 10 working days for reprocessing each submittal.
 - 4) No extension of Contract Time will be authorized because of failure to transmit submittals to MPO sufficiently in advance of the Work to permit processing.
- d. The General Conditions portion of the Contractor's monthly payment requisitions may be reduced if required Shop Drawings, Manufacturers Data, Samples and any other required submissions are not received, or until they are received in a timely manner.

3. Submittal Preparation:

- a. Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.
 - 1) Provide a space approximately 4 by 5 inches (100 by 125 mm) on the label or beside the title block on Shop Drawings to record the Contractor's review and approval markings and the action taken.
- b. Include the following information on the label for processing and recording action taken.
 - 1) Project Name and Building Number.
 - 2) BNL Job Number.
 - 3) Date and Specification Section Reference.
 - 4) Name and address of the Contractor, subcontractor, supplier and manufacturer.

4. Submittal Transmittal:

- a. Package each submittal appropriately for transmittal and handling. Transmit each submittal from the Contractor to MPO using a transmittal form. MPO will not accept submittals received from sources other than the Contractor.
- b. On the transmittal, record relevant information and requests for data. On the form, or separate sheet, record deviations from Contract Document requirements, including variations and limitations. Attach Contractor's Certification of Specification Compliance forms stating that information complies with Contract Document requirements.
 - 1) Transmittal Form: Use Giffels Standard Transmittal forms.
 - 2) Submit only one Spec. Section per Transmittal.
- c. Send four (4) copies of each submission to each of the following addresses:

Brookhaven National Laboratory
Alan Raphael
Building 134-C, Box 5000
Upton, New York 11973

Giffels Inc.
Bill Harrison
25200 Telegraph Road, Suite 200
Southfield, MI 48033

- d. Mark all transmittal forms as follows:

JOB TITLE: CCWF Phase II Expansion
JOB NO. 11705, BLDG. NO. 600
SPEC. SECTION: _____, DATE: _____
SUBMITTAL NO: _____
SUBCONTRACTOR SUPPLIER: _____

D. Contractor's Construction Schedule:

1. Gantt-Chart Schedule:

- a. Prepare a fully developed, horizontal Gantt-chart construction schedule using a scheduling software program. Submit within three (3) weeks after the date of the signed Contract.
 - 1) Provide a separate time bar for each significant construction activity. Provide a continuous vertical line to identify the first working day of each week. Use the same breakdown of units of the Work as indicated in the "Schedule of Values."
 - 2) Prepare the schedule on a sheet, or series of sheets, of sufficient width to show data for the entire construction period. Minimum size shall be 24" x 36".
 - 3) Secure time commitments for performing critical elements of the Work from parties involved. Coordinate each element on the schedule with other construction activities; include minor elements involved in the sequence of the Work. Show each

activity in proper sequence. Indicate graphically the sequences necessary for completion of related portions of the Work.

- 4) Coordinate the Contractor's Construction Schedule with the Schedule of Values, list of subcontracts, Submittal Schedule, progress reports, payment requests, and other schedules.

Indicate completion in advance of the date established for Substantial Completion. Indicate Substantial Completion on the schedule to allow time for the BNL procedures necessary for certification of Substantial Completion.

2. Phasing:

- a. On the schedule, show utility shutdowns for connections to existing equipment. Minimize disruptions to the existing CCWP operations.

3. Work Stages:

- a. Indicate important stages of construction for each major portion of the Work, including submittal review, testing, and installation.

4. Distribution:

- a. Following any necessary revisions and subsequent approval by MPO of the initial submittal, print and distribute copies to MPO, subcontractors, and other parties required to comply with scheduled dates. Post copies in the temporary field office.
 - 1) When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.

5. Schedule Updating:

- a. Revise the schedule after each meeting, event, or activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of each meeting.

E. Submittal Schedule:

1. After development and acceptance of the Contractor's Construction Schedule, prepare a complete schedule of submittals. Submit the schedule within 10 days of the date required for submittal of the Contractor's Construction Schedule.
 - a. Required Submissions:

Item	Shop Dwg.	Mfrs. Data	Samples	Other Data
* 1. Schedule of Values				X

Item	Shop Dwg.	Mfrs. Data	Samples	Other Data
* 2. List of Subcontractors with Completed ISM Flowdown Forms				X
* 3. Construction Safety Plan				X
* 4. Occupational Medicine Program				X
5. Construction Schedule				X
6. Rigging Plans				X
7. Submittal Schedule				X
8. Product List				X
9. Recycled Materials Reports				X
10. Certification of Specification Compliance				X
11. Preventative Maintenance Program Data				X
12. Operation and Maintenance Data				X
13. LEED Requirements				X
14. Storm Manholes	X	X		
15. Storm Drywells	X	X		
16. Sanitary Manholes	X	X		
17. Storm Grates & Castings	X	X		
18. Storm Piping	X	X		
19. Sanitary Piping	X	X		
20. Fire Protection Water Piping	X	X		
21. Cooling Tower Water Piping	X	X		
22. Temporary Fencing	X	X		
23. Asphaltic Concrete Pavement	X	X		
24. Grass Seed Mixture	X	X		
25. Concrete Design Mixes, materials and curing procedures	X	X		
26. Concrete Reinforcement	X	X		
27. Grout	X	X		
28. Masonry Materials	X	X		
29. Unit Masonry Assemblies	X	X		
30. Damp Proofing Material	X	X		
31. Structural Steel	X	X		
32. Steel Deck	X	X		
33. Cold Formed Metal Framing	X	X		
34. Metal Fabrications	X	X		

Item	Shop Dwg.	Mfrs. Data	Samples	Other Data
35. Monorail Data Sheets	X	X		
36. Metal Stairs	X	X		
37. Gratings and Floor Plates	X	X		
38. Pre-engineered Building Design Calculations and Drawings	X	X		
39. Railings	X	X		
40. Finish Carpentry	X	X		
41. Sheet Waterproofing	X	X	X	
42. Board and Batt Insulation	X	X		
43. Pre-Fabricated Metal Building	X	X		
44. Insulated Metal Wall Panels	X	X	X	
45. Membrane Roofing	X	X	X	
46. Sheet Metal Flashing and Trim	X	X		
47. Manufactured Roof Specialties	X	X		
48. Firestopping Materials	X	X		
49. Joint Sealers	X	X		
50. Doors and Windows	X	X		
51. Steel Doors and Frames	X	X		
52. Tile Materials	X	X	X	
53. Suspended Acoustical Ceilings	X	X	X	
54. Paints and Coatings	X	X		
55. Toilet Compartments & Hardware	X	X		
56. Solid Plastic Lockers and Benches	X	X		
57. Fire Extinguishers, Cabinets and Accessories	X	X		
58. Toilet and Bath Accessories	X	X		
59. Residential Equipment	X	X		
60. Pumps	X	X		
61. Chilled Water Piping	X	X		
62. Cooling Tower Water Piping	X	X		
63. Compressed Air Piping	X	X		
64. Steam Piping	X	X		
65. Condensate Piping	X	X		
66. Steam and Condensate Specialties & Equipment	X	X		

Item	Shop Dwg.	Mfrs. Data	Samples	Other Data
67. Centrifugal Chillers	X	X		
68. Chiller tube cleaning system	X	X		
69. Air Compressor, Filters, Dryer & appurtenances	X	X		
70. Controls	X	X		
71. Control Processor	X	X		
72. Fire Protection Piping & Appurtenances	X	X		
73. Plumbing Piping & Appurtenances	X	X		
74. Pipe Hangers and Supports	X	X		
75. Valves	X	X		
76. Tags, Charts and Identification	X	X	X	
77. Plumbing Fixtures	X	X		
78. HVAC Piping and Appurtenances	X	X		
79. Insulation for Mechanical Equipment	X	X		
80. Steam to Hot Water Converters	X	X		
81. Unit Heaters	X	X		
82. Air Handling Units	X	X		
83. Centrifugal Fans	X	X		
84. Metal Ductwork	X	X		
85. Ductwork Accessories	X	X		
86. Dampers	X	X		
87. Air Outlets and Inlets	X	X		
88. Thermostats and Gauges	X	X		
89. Balancing and Testing Reports	X	X		
90. Wire and Cable (600 Volts and Less)	X	X		
91. Raceways & Fittings	X	X		
92. Wiring & Control Devices	X	X		
93. Enclosed Switches	X	X		
94. Grounding and Bonding Materials	X	X		
95. Power Transformers	X	X		
96. Distribution Equipment	X	X		
97. Circuit Breakers and Fuses	X	X		
98. Motor Control Centers	X	X		
99. Adjustable Frequency Drives	X	X		

Item	Shop Dwg.	Mfrs. Data	Samples	Other Data
100. Motors	X	X		
101. Busways	X	X		
102. Medium Voltage Cable	X	X		
103. Load Center Unit Substation Double-Ended	X	X		
104. Medium Voltage Metal Cald Switchgear	X	X		
105. Medium Voltage Metal Enclosed Switchgear	X	X		
106. ARC Flash Mitigation System	X	X		
107. Lighting System	X	X		
108. Uninterruptible Power System Battery-Inverter, Auto-Bypass	X	X		
109. Paging system	X	X		
110. Fire Detection and Alarm System	X	X		

- b. MPO reserves right to request additional data.
- c. Critical Items:
 - 1) Submit items marked with an asterisk within two (2) weeks after signed Contract.
 - 2) No later than two (2) weeks after receiving approval, submit copies of purchase orders and vouchers showing final purchase agreement and promised delivery date.
2. Coordinate Submittal Schedule with the list of subcontracts, Schedule of Values, as well as the Contractor's Construction Schedule.
3. Prepare the schedule in chronological order. Provide the following information:
 - a. Scheduled date for the first submittal.
 - b. Related Section number and part of the Work covered.
 - c. Submittal category (Shop Drawings, Product Data, or Samples).
 - d. Name of the subcontractor.
4. Distribution:
 - a. Following response to the initial submittal, print and distribute copies to MPO, subcontractors, and other parties required to comply with submittal dates indicated. Post copies in the field office.

- b. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.

5. Schedule Updating:

- a. If directed by MPO, revise the schedule after any meeting or activity where revisions have been recognized or made. Issue the updated schedule concurrently with the report of the meeting.

F. Shop Drawings:

1. Submit newly prepared information drawn accurately to scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not a Shop Drawing.
2. Shop Drawings, defined in Clause B.1, Definitions, shall include the following information:
 - a. All working and erection dimensions.
 - b. Identification of products and materials included by sheet and detail number.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements, connections to other work and details.
 - e. Notation of dimensions established by field measurement.
3. Submit Shop Drawings, drawn to scale on sheets at least 24 × 36 inches in size, on Ozalid prints of original Contractor's Drawings. Submit eight (8) sets of prints for each submission and resubmission until approved by MPO.
4. MPO's technical liaison will review submittals and take action as specified in Clause O of this section. When MPO takes no exception to the contents of the submittal, it shall not relieve Contractor from responsibility for any errors or omissions in such drawings and data, nor from responsibility for complying with requirements of this Contract, except with respect to variations described and approved in accordance with the following:
 - a. If Shop Drawings and data show variations from Contract requirements, Contractor shall describe such variations in writing separate from drawings at the time of submission. If MPO approves any such variation(s), it shall issue an appropriate Contract modification, except that, if variation is minor and does not involve a change in price or in time of performance, a modification need not be issued.
5. Two (2) copies of the reviewed prints with comments/revisions will be returned to the Contractor.

6. No Work shall be fabricated or installed unless and until the appropriate Shop Drawings have been approved by MPO. Do not use Shop Drawings without an appropriate final stamp indicating action taken.

G. Product Data:

1. Collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information, such as manufacturer's installation instructions, Manufacturer's Safety Data Sheets (MSDS), catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams, and performance curves.
 - a. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products that are not required, mark copies to indicate the applicable information. Include the following information:
 - 1) Manufacturer's printed recommendations.
 - 2) Compliance with trade association standards and with recognized testing agency standards.
 - 3) Applications of testing agency labels and seals.
 - 4) Notation of dimensions verified by field measurement and coordination requirements.
 - b. Do not submit Product Data until compliance with requirements of the Contract Documents has been confirmed.
 - c. Submittals:
 - 1) Submit eight (8) copies for each submission of manufacturer's cuts and data sheets until approved.
 - d. Distribution:
 - 1) Furnish copies of final submittal to installers, subcontractors, suppliers, manufacturers, fabricators, and others required for performance of construction activities. Show distribution on transmittal forms.
 - 2) Do not proceed with installation until a copy of Product Data is in the Installer's possession.
 - 3) Do not permit use of unmarked copies of Product Data in connection with construction.

H. Samples:

1. Submit full-size, fully fabricated Samples cured and finished as specified or as scheduled and physically identical with the material or product proposed. Samples include partial sections

of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture, and pattern.

a. Mount or display Samples in the manner to facilitate review of qualities indicated. Include the following:

- 1) Specification Section number and reference.
- 2) Generic description of the Sample.
- 3) Sample source.
- 4) Product name or name of the manufacturer.
- 5) Compliance with recognized standards.

b. Submit Samples for review of size, kind, color, pattern, and texture. Submit Samples for a final check of these characteristics with other elements and a comparison of these characteristics between the final submittal and the actual component as delivered and installed.

- 1) Where variation in color, pattern, texture, or other characteristic is inherent in the material or product represented, submit at least 3 multiple units that show approximate limits of the variations.
- 2) Refer to other Specification sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation, and similar construction characteristics.

2. Submittals:

a. Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation, and similar characteristics, submit 4 sets. MPO will return one set marked with the action taken.

b. Maintain sets of Samples, as returned, at the Project Site, for quality comparisons throughout the course of construction.

3. Distribution of Samples:

a. Prepare and distribute additional sets to subcontractors, manufacturers, fabricators, suppliers, installers, and others as required for performance of the Work. Show distribution on transmittal forms.

4. Field samples are full-size examples erected on-site to illustrate finishes, coatings, or finish materials and to establish the Project standard.

a. Comply with submittal requirements to the fullest extent possible. Process transmittal forms to provide a record of activity.

I. Quality Assurance Submittals:

1. Submit quality-control submittals, including design data, certifications, manufacturer's instructions, manufacturer's field reports, and other quality-control submittals as required under other sections of the Specifications.
 - a. Inspection and Test Reports: Requirements for submittal of inspection and test reports from independent testing agencies are specified in various other sections of the Specifications.
 - 1) Submit four (4) copies of the required reports.
2. Packaged Equipment:
 - a. Where packaged (factory assembled) mechanical and electrical equipment is furnished, a certificate shall be included with the submission of shop drawings or catalog data stating that the equipment complies with OSHA, National Electrical Codes, and applicable Underwriter's Laboratories Standards in respect to motor protection, grounding, and protection against hazards, and is approved by all Regulatory Agencies.

J. Record Document Submittals:

1. Maintain a clean, undamaged set of black line white-prints of Contract Drawings and Shop Drawings. Mark the set to show the actual installation where the installation varies substantially from the Work as originally shown. Mark which drawing is most capable of showing conditions fully and accurately. Where Shop Drawings are used, record a cross-reference at the corresponding location on the Contract Drawings. Give particular attention to concealed elements that would be difficult to measure and record at a later date.
 - a. Mark record sets with red erasable pencil. Use other colors to distinguish between variations in separate categories of the Work.
 - b. Mark new information that is important to BNL but was not shown on Contract Drawings or Shop Drawings.
 - c. Particular attention shall be given to recording of the fire protection, fire alarm and fire detection system operations and maintenance manuals and record documents.
 - d. Note related change-order numbers where applicable.
 - e. Organize record drawing sheets into manageable sets. Bind sets with durable-paper cover sheets; print suitable titles, dates, and other identification on the cover of each set.
2. Protect record documents from deterioration and loss in a secure, fire-resistant location. Provide access to record documents for MPO's reference during normal working hours.

3. Refer to Specification Sections for requirements of miscellaneous record keeping and submittals in connection with actual performance of the Work. Immediately prior to the date or dates of Substantial Completion, complete miscellaneous records and place in good order. Identify miscellaneous records properly and bind or file, ready for continued use and reference. Submit to MPO for the permanent project records.

K. Operation and Maintenance Data:

1. To aid the continued instruction of operating and maintenance personnel, and to provide a positive source of information regarding the products incorporated into the Work, furnish and deliver the data described in this Section and in pertinent other Sections of these Specifications.
2. Submit three (3) copies of data, bound in 8½" x 11" manuals, in 3-ring binders with section separators, complying with the requirements in the Shop Drawing section herein.
3. Operating and Maintenance Instructions:
 - a. Where Instruction Manuals are required to be submitted under other Sections of these Specifications, prepare in accordance with the provisions of this Section. Clearly identify the contents of each Manual on the front cover.
 - b. Contents: Include at least the following:
 - 1) Neatly typewritten index near the front of the Manual, giving immediate information as to location within the Manual of all emergency information regarding the installation.
 - 2) Complete instructions regarding operation and maintenance of all equipment involved including lubrication, disassembly, and reassembly.
 - 3) Complete nomenclature of all parts of all equipment.
 - 4) Complete nomenclature and part number of all replaceable parts, name and address of nearest vendor, and all other data pertinent to procurement procedures.
 - 5) Copy of all guarantees and warranties issued.
 - 6) Manufacturers' bulletins, cuts, and descriptive data, where pertinent, clearly indicating the precise items included in this installation and deleting, or otherwise clearly indicating, all manufacturers' data with which this installation is not concerned.
 - 7) Such other data as required in pertinent Sections of these Specifications.

c. Revisions:

- 1) Following the indoctrination and instruction of operation and maintenance personnel, review all proposed revisions of the Manual with MPO, and make the revisions in the Manual and resubmit.

L. Recycled Materials Reports:

1. To the maximum extent, the following building materials shall be supplied from manufacturers that produce these materials with the use of recoverable (recycled) materials as required by Federal Regulation 40 CFR 247 and 248.
2. Materials:
 - a. Cement, Concrete, Masonry and Mortar.
 - b. Building and Roof Insulation.
 - c. Carpet and Floor Tile.
 - d. Toilet and Urinal Partitions.
 - e. Wheel Stops.
3. See the appropriate Sections for specifics.
4. Reports must include quantities and dollar value of each material that contains recovered (recycled) material.

M. Preventative Maintenance Program:

1. A program of scheduling preventative and routine maintenance covering all operating equipment shall be prepared by the General Contractor, Vendors, and Subcontractors and shall be assembled by the General Contractor in accordance with the requirements set forth in Section 01700.
2. The preparation, submittal, and approval of this program is prerequisite to Final Acceptance of the work and resultant Final Payment.
3. Each Respective Trade Contractor, Vendor, and Subcontractor shall furnish to the General Contractor for compilation, the pertinent data shown on the form attached to this Section 01300 applicable to each piece of operating equipment.

N. Certification of Specification Compliance:

1. Certification of compliance with specification performance standards and manufacturers' specifications and directions shall be furnished for any portion of this work for which specific performance requirements and/or manufacturers' specifications are listed.

2. Submit a notarized certification from the manufacturer certifying that products, material, systems or installations comply with the Specifications.
3. It shall be the responsibility of the General Contractor to secure two (2) copies of each certification when required and transmit same to BNL.
4. Certification shall be signed by an officer of the manufacturer, or other individual authorized to sign documents on behalf of the company, on the forms included in this Section.
5. Sample Certification Form (2 pages) is attached to this Section 01300. Each item requiring certification shall be so noted and affidavits shall be filed singly to cover each specified material, installation, application, and the like.
6. CERTIFICATION SHALL ACCOMPANY EACH SUBMITTAL.

O. MPO Review:

1. Except for submittals for the record or information, where action and return is required, MPO will review each submittal, mark to indicate action taken, and return promptly.
 - a. Compliance with specified characteristics is the Contractor's responsibility.
2. Action Stamp: MPO will stamp each submittal with a uniform, action stamp. MPO will mark the stamp appropriately to indicate the action taken, as follows:
 - a. No Exception Taken: When MPO marks a submittal "NET," the Work covered by the submittal may proceed provided it complies with requirements of the Contract Documents. Final payment depends on that compliance.
 - b. Make Corrections Noted: When MPO marks a submittal "MCN," the Work covered by the submittal may proceed provided it complies with notations or corrections on the submittal and requirements of the Contract Documents. Final payment depends on that compliance.
 - c. Revise and Resubmit, Rejected, and Submit Specified Item: When MPO marks a submittal with these comments, do not proceed with Work covered by the submittal, including purchasing, fabrication, delivery, or other activity. Revise or prepare a new submittal according to the notations; resubmit without delay. Repeat if necessary to obtain different action mark.
 - 1) Do not use, or allow others to use, submittals marked with these comments, at the Project Site or elsewhere where Work is in progress.
 - d. Other Action: Where a submittal is for information or record purposes or special processing or other activity, MPO may return the submittal marked "Reviewed."
 - e. If the submittal is not properly prepared (i.e., Contractor's stamp is missing; insufficient copies submitted; 3 copies of original literature is not submitted for product data; or

submission is illegible or does not identify which items are being submitted), the submittal will be returned marked "Not Reviewed."

3. Unsolicited Submittals: MPO will return unsolicited submittals to the sender without action, or marked "Not Reviewed."

PREVENTATIVE MAINTENANCE PROGRAM OPERATING EQUIPMENT DATA

1. Equipment Name
2. Manufacturer
3. Model No.
4. Serial No.
5. Contractor
6. Specialty Contractor
7. Vendor
8. Job Name
9. Job Number
10. Agency from whom parts may be obtained:
11. Agency from whom service may be obtained:
12. Service Agreement: Yes No Expires -
13. a) Guarantee: Yes No Expires -
 b) Warrantee: Yes No Expires -
14. Equipment Location: Building Floor
 Room No. Area Des.
15. Area Served: Building Floor
 Room No. Area Des.
16. Furnished in accordance with:
 Contract Drawing No.
 Specification Paragraph

Date of Issuance: _____

Submitted By: _____

Equipment Name: _____

PMPD-1

PREVENTATIVE MAINTENANCE PROGRAM OPERATING EQUIPMENT DATA (cont'd)

17. List Shop Drawings, Equipment Cuts, Catalogs, or the other drawings which show this equipment.
18. Indicate spare parts lists, maintenance and instruction manuals, or other data furnished.
19. Indicate all services connected to this equipment - water, drain, steam, return, gas, vacuum, chilled water, electric, etc. Give sizes of connections, amount used, pressure, etc.
20. Type of refrigerant (if any)
21. Capacity of equipment
22. Electrical Characteristics: Voltage Amp Phase
23. Electrical Circuit Data Panel Designation
 Panel Location Circuit Number
 Fuse Size Fuse Type
24. Location and data of any auxiliaries
25. Other Data

Date of Issuance: _____

Submitted By: _____

Equipment Name: _____

PMPD-2

CERTIFICATION OF SPECIFICATION COMPLIANCE

I/WE, the MANUFACTURER/SUPPLIER and INSTALLER of _____

as specified in Section Number _____ of the Contract Documents prepared by Brookhaven National Laboratory, Upton, New York 11973 for:

(Project Title) _____

(Building) _____ (J/N) _____

(Contract Number) _____

do (does) herein certify that all materials furnished for said project do fully comply with all specification requirements as stated within the Contract Documents and further certifies that installation of this work has been performed in strict accordance with recognized standards of the industry governing such work, and all applicable Codes, Regulations, and Standards.

CONTRACTOR: _____

CERTIFICATION BY: _____ TITLE: _____

ADDRESS: _____

CERTIFICATION DATED: _____

Distribution:

Original and One Copy to:

Brookhaven National Laboratory
Alan Raphael
Building 134-C
Upton, New York 11973

CSC-1

CERTIFICATION OF SPECIFICATION COMPLIANCE

CORPORATE ACKNOWLEDGEMENT

On the _____ day of _____, before me came _____
to me known and who by me being duly sworn did depose and say that he resides at _____
_____ that he is the officer of the said corporation executing
the foregoing instrument that he knows the seal of said corporation, that the seal affixed to said
instrument is such corporate seal, that it was so affixed by order of the Board of Directors of said
corporation and that he signed his name thereto by like order.

Notary Public

INDIVIDUAL ACKNOWLEDGEMENT

State of _____
County of _____

On the _____ day of _____, before me came _____
to me known and who by me being duly sworn did depose and say that he resides at _____
_____ that he is the individual who executed the foregoing instrument.

Notary Public

PARTNERSHIP ACKNOWLEDGEMENT

State of _____
County of _____

On the _____ day of _____, before me came _____
to me known and who by me being duly sworn did depose and say that he resides at _____

that he is a partner in the firm of _____
doing business under the name of _____
and that he executed the foregoing instrument on behalf of said partnership.

Notary Public

CSC-2

END OF SECTION 01300

Revision History	
Date	Rev. No.
02-19-09	0